
**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: August 26, 2002
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 S. Rose Street
Kalamazoo, Mi 49007

PRELIMINARY BUSINESS

Roll Call: Trustees present: Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, Doreen Thomas and James Vander Roest. Absent: Rand Johnson.

President Donald Brown called the meeting of the Kalamazoo Public Library Board of Trustees to order at 4:00 p.m.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one requested to address the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of July 22, 2002

Mr. Robert Brown requested that non-trustee comments be omitted from the "Trustee Comments" section of the minutes of July 22, 2002. There were no objections from the rest of the board.

Disposition: The minutes of the July 22, 2002 library board meeting were accepted with the omission of non-trustee comments from the "Trustee Comments" section.

B. Personnel Items

Hanna Slotwinski transferred to the position of Library Assistant 3, .6 time in Loan and Outreach Services on August 1. Ms. Slotwinski previously held a .2 time LA 3 position at Eastwood Branch.

Carolyn Gaff was hired for the .2 LA 3 position at Eastwood that was vacated by Ms. Slotwinski and will begin September 1.

Disposition: The board accepted the personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending July 31, 2002

Recommendation: Director Amdursky recommended the board approve Financial Reports for the Period

Ending July 31, 2002.

It was noted by trustees that financial reports should be accepted rather than approved.

MOTION: MR. BROWN MOVED AND MR. DYKSTRA SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

A. CIP/Close Estimate Budget Revisions

Recommendation: Mr. Amdursky recommended the board approve the following budget items:

-Revise the Capital Improvement Plan for the three years ending June 30, 2004 including amendments to fiscal year 2001-2002 and new allocations for fiscal year 2002-2003.

-Amend the Close Estimate Budget Revisions for Ready to Read (Fund A23), Gifts and Memorials – Capital & Technology (Fund A28), and Irmgard Light Gift 9A34).

MOTION: IT WAS MOVED BY THE FINANCE & BUDGET COMMITTEE AND SUPPORTED BY MR. VANDER ROEST TO APPROVE THE BUDGET REVISIONS AS RECOMMENDED.

Executive
Summary:

The revised CIP and other funds budgets reflect revenue and expenditure adjustments as explained in the notes. The Finance & Budget Committee reviewed the CIP budget.



MOTION CARRIED 6-0.

A. Transfer of Teen Services

Recommendation: The director recommended the board move Teen Services from Loan and Outreach Services to Children's and Branch Services, and rename it Youth and Branch Services.

MOTION: IT WAS MOVED BY THE PERSONNEL COMMITTEE AND SUPPORTED BY MS. GODFREY TO APPROVE THE RECOMMENDATION AS PRESENTED.

Executive
Summary:

This change has been studied for some time and it is expected the resulting organizational benefits will be substantial for both Teen and Children's Services. There is more staff available in Children's Services to support Teen Services, and there are logical, practical levels of coordination that will be possible for a variety of programming activities and staffing of public desks. Removal of Teen Services from Loan and Outreach Services will allow staff more time to provide expanded adult programming and outreach services.

This move has been discussed with affected department heads and is endorsed by them both.

This adjustment would be effective October 1, 2002. Changes to peripheral pieces, such as printed materials, would be the only cost to implement this change. No location changes for services or staff would be necessary. If approved by the Board, the organizational chart will be adjusted to reflect this change. The recommendation was reviewed and supported by the Personnel Committee.



Motion carried 6-0.

B. Adult Services Staffing Changes

Recommendation: The director recommended two staffing changes in the adult services department.

-The full-time librarian position held by Kathryn Steadman prior to her move to Head of Adult Services, be filled with a half-time librarian, a reduction of .5 librarian

-The half-time library associate position in adult services be reclassified to a half-time librarian I, effective January 1, 2003.

MOTION: IT WAS MOVED BY THE PERSONNEL COMMITTEE AND SUPPORTED BY MR. BROWN TO APPROVE THE ADULT SERVICES DEPARTMENT STAFFING CHANGES AS RECOMMENDED.

Executive
Summary:

The change in leadership of Adult Services has provided an occasion to review staffing and assignments within the department. Upon approval of this recommendation, Carol Falk would move from a half-time librarian position at Oshtemo and Washington Square Branches to this half-time position in Adult Services, an assignment that would more fully utilize her skills and experience. (Ms. Falk also holds a half-time librarian position in Technical Services. She moved to the branch position when cataloging was outsourced.) The half-time branch position she would leave would be advertised.

The half-time library associate position in adult services, currently filled by Beth Timmerman, would be reclassified to librarian I in January. In addition to working at the information desk, her assignment would include outreach to the business community.

The cost for this reclassification for the second half of the fiscal year would be approximately \$2500. Upon board approval, the organizational chart would be adjusted to reflect these changes. The recommendation was reviewed and endorsed by the Personnel Committee.



Motion carried 6-0.

C. Facilities Management Department Position Conversion and Position Change in Classification

Recommendation: Mr. Amdursky recommended the conversion of facilities management hourly (20 hours per week) position to a half-time (20 hours per week) operational position at a level C. In addition I recommend a classification change from level C to level B for one of the second shift custodial positions to provide a second shift crew leader.

Motion: IT WAS MOVED BY THE PERSONNEL COMMITTEE AND SUPPORTED BY MS. GODFREY TO APPROVE THE CHANGES WITHIN THE FACILITIES MANAGEMENT DEPARTMENT AS RECOMMENDED.

Executive
Summary:

More FM help is needed during the day hours to handle meeting room set-ups, receive deliveries, and perform the increasing number of small furniture and equipment repair and maintenance jobs. The plan is to make some adjustments of staff schedules and work assignments, and move one position from second shift, with some weekend hours, to first shift, Monday through Friday. A half-time position would be needed to cover some weekend hours, but would be offset by a reduction in hourly staff. In addition, a level C custodial position would be upgraded to level B to provide crew leadership. With board approval of this recommendation, changes will take effect October 1 and the organizational chart will be revised accordingly. The cost for both of these changes will be about \$6700 for the remainder of the year. The Personnel Committee reviewed and endorsed the recommendation.

Discussion: Trustees requested clarification on some details of the proposed changes.



Motion carried 6-0.

E. Legal Services

Presentation: Mr. Amdursky reviewed the retainer agreement for general and labor counsel services with Miller, Canfield, Paddock & Stone. The hourly rate of \$165 has been in effect for one year; a 5.7% hourly rate increase to \$175 per hour is being proposed.

He spoke with President Brown as well as Lisa Godfrey and Jim Vander Roest, the two attorneys on the board, who felt a request for proposal should be sent to local law firms whose staff possess the expertise needed to effectively advise a district library. The RFP was developed and sent to the four largest firms in the area. Three responses were received.

Disposition: Mr. Vander Roest and Ms. Godfrey were appointed by President Brown to evaluate the proposals.

F. Internet Policy Review/NCIPA Compliance

Presentation: Mr. Amdursky submitted a request to Mr. Don Schmidt of Miller, Canfield, Paddock & Stone, the legal firm retained by the board, to review our current Internet Policy to determine whether we are in compliance with NCIPA regulations. His assessment indicates we are not in compliance and that if we wish to continue to be eligible for USF funds we will need to examine and revise the policy.

Discussion: Mr. Vander Roest explained NCIPA regulations would require the board to hold a noticed hearing prior to approving the policy. Trustees suggested terms should not be defined in the policy, federal statute language should be used whenever feasible and the policy should be kept as uncomplicated as possible.

Disposition: Over the next few weeks staff will develop a draft of a revised policy that would bring KPL into compliance. It will be brought to the board for consideration.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee
No report.

B. Personnel Committee
No report.

Mr. Brown recalled the board talked recently about reserving time at board meetings to discuss items of interest to trustees. He requested time at the next meeting for a discussion of the identity of the library in theory and practice. President Brown agreed this would be added to the agenda depending upon workload.

President Brown asked trustees to let him know their committee assignment preferences so he can reconstitute the committees as soon as possible.

VII. OTHER BUSINESS

A. Directors Report

The director indicated trustees have expressed interest in being involved in Library of the Celebration plans. President Brown asked trustee(s) interested in acting as a board liaison with staff regarding Library of the Year celebrations to contact him.

Mr. Amdursky told trustees automation department staff members have been working very hard all summer on preparing and installing the new information system hardware and software and training staff on the new programs. The pace will likely not let up until next spring.

The director wrote a letter recently encouraging the City of Kalamazoo Planning Commission to rezone the industrial park near the airport to allow the Déjà Vu adult entertainment complex to move there from their current location in the Washington Square neighborhood. There is clear documentation that the presence of such a business in a neighborhood has a detrimental effect on the neighborhood; documentation has not been found to show what

effect it may have had on industrial parks. He asked trustees to consider taking a stand on this issue.

Trustees agreed they would like to see the business leave the Edison neighborhood, but that is not the issue before the planning commission. It has not been the board's practice in the past to take stands on such issues and the consensus was not to do so in this case.

Mr. Amdursky informed the board he was invited and attended a meeting of SW Michigan First to see what contribution KPL can make to the development of strategies to negotiate with Pfizer to convince them Kalamazoo is a good place to do business.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

None.

IX. TRUSTEE COMMENTS

President Brown asked trustees to provide him with topics for which they would like more in depth information. He also indicated we would hold board meetings in branches from time to time this year

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:10 p.m.

Doreen Thomas, Secretary